



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY to
1754.1A
ADJ

SEP 26 2007

Force Order 1754.1A

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: ANNUAL MARFORRES FUN DAY

Encl: (1) Diagram of event area
(2) Support Personnel Matrix
(3) Vendor Based Access for MFR Fun Day
(4) Invitation Letter
(5) Schedule of Activities/Events
(6) Fun Day Flyer

1. Situation. To direct and publish procedures for the conduct of the Marine Force Reserve (MARFORRES) Fun Day. Attendance and participation for military personnel on Fun Day is strongly encouraged. All personnel who do not attend will be required to report to their normal place of duty. All military members as well as civilians that are a part of MARFORRES New Orleans, to include family members, are encouraged to come out and participate in all the planned activities. Major Subordinate Commands (MSCs), Assistant Chief of Staff, and Special Staff Section's OICs are directed to take those actions necessary to ensure compliance with this order.

2. Mission.

a. The MARFORRES Fun Day is an annual event and will be scheduled accordingly. The date and time of the event will be determined by a committee to ensure minimal confliction with annual training events and other requirements. In addition, it will be scheduled at a time when local schools are out so that MARFORRES personnel will be able to invite their families to participate.

b. The location will be the Athletic Field, NSA, East Bank between building 601 and the Gas Station; see enclosure (1)

c. The Uniform for all personnel attending will be appropriate civilian attire.

Force Order 1754.1A

d. Headquarters Battalion (HQBN) Executive Officer (XO) is directed as the Lead for the MARFORRES Fun Day. All sections are required to support.

3. Execution.

a. All Directorates, MSCs, and Special Staff Sections

(1) Provide to HQBN XO one representative to be a member of the Fun Day Committee.

(2) Each Directorate, MSC, and Special Staff section must be prepared to provide the names of a LtCol or Col to assist the caterers as Food servers and or "Dunkees" for the Dunk Tank event during Fun Day. See enclosure (2).

(3) Each Directorate, MSC, and Special Staff Section must be prepared to provide a Staff Non-Commissioned Officer (SNCO) to be activity coordinator. See enclosure (2).

(4) Provide additional support personnel for working party if required. See enclosure (2).

(5) Ensure all Marines, Sailors, and civilians are made available to participate in and support the various activities of Fun Day.

(6) Ensure all personnel tasked in support of the event are made available to attend all schedule meetings and support personnel commitments.

(7) Plan and anticipate the absence of support personnel from their normal place of duty for a part of the day prior, the day of, and part of the day following Fun Day.

b. MARFORRES Chaplain. Provide support and assistance as requested in support of Fun Day.

c. MARFORRES PAO. Provide Media coverage for Fun Day to include video, picture, and the use of the public address system.

d. MARFORRES Band. Provide musical entertainment during the event.

e. MCCS. Man an information booth.

f. MARFORRES Safety. Man an information booth

g. HQBN Executive Officer

(1) Stand up a Fun Day Committee that will help plan, coordinate, and execute the MARFORRES Fun Day.

(2) Solicit, collect, and then provide to the Chief of Staff the names of the officers that will be assisting the caterers as Food servers and "Dunkees".

(3) Coordinate Vendor Base Access for MFR Fun Day with the installation commander and Base Security Office. Submit names of vendors no later than one month prior to the day of the event. See enclosure (3).

(4) Plan and Coordinate with instillation Security Office the Manpower/ASF requirements needed to assist with the main gate. Coordinate no later than one month prior to the day of the event.

(5) Coordinate with the Fun Day Committee Members to determine all tent, tables, and chair requirements needed in support of Fun Day.

(6) Coordinate medical support for the event.

(7) Supervise the overall planning and conduct of all Fun Day functions.

(8) Supervise the budget requirements.

(9) Supervise the coordination with all outside vendors, NSA security and MWR.

(10) Coordinate and ensure the successful execution of all activities for Fun Day.

(11) Publish a detailed LOI no later than one month prior to the event.

(12) Draft an invitation letter to families for CO's signature. See enclosure (4).

h. HQBN Sergeant Major

(1) Act as a quality advisor for the overall safe conduct of Fun Day.

(2) Provide initial input for committee membership to include names of SNCO's that will be the individual activity coordinators.

(3) Advise on the coordination and completion of all assigned tasks for the committee members.

(4) Attend all committee meetings, review all draft materials.

(5) Advise and supervise the coordination with agencies for the set up of information booths. Examples of agencies would be Red Cross, MARFORRES, CFC, Birthday Ball Committee, and Tricare.

(6) Advise, facilitate and coordinate support personnel/working parties no later than one month prior to the event. See enclosure (2). Make available to Fun Day Committee members.

(7) Submit a final roster and rotation schedule for all personnel assigned to working parties to the Fun Day Committee and HQBN XO, in support of the following requirements:

(a) Event setup

(b) Event clean up

(c) Additional support

(8) Review the schedule of events and submit it for final review to the HQBN XO.

(9) Supervise the overall conduct and administration of all activities/events throughout Fun Day.

i. HQBN S-4. Provide general logistics support as requested in support of Fun Day.

j. Fun Day Committee

(1) The Fun Day committee will report directly to the HQBN XO.

(2) The committee will develop a detailed list of all events/activities.

(3) Develop a sequence of events. See enclosure (5).

(4) Maintain and report budget requirements.

(5) Develop a Fun Day Flyer. See enclosure (6).

4. Administration and Logistics. There will be weekly meetings to discuss Fun Day requirements with all personnel assigned to the Fun Day Committee. The date, time, and location are to be determined and will be published via e-mail.

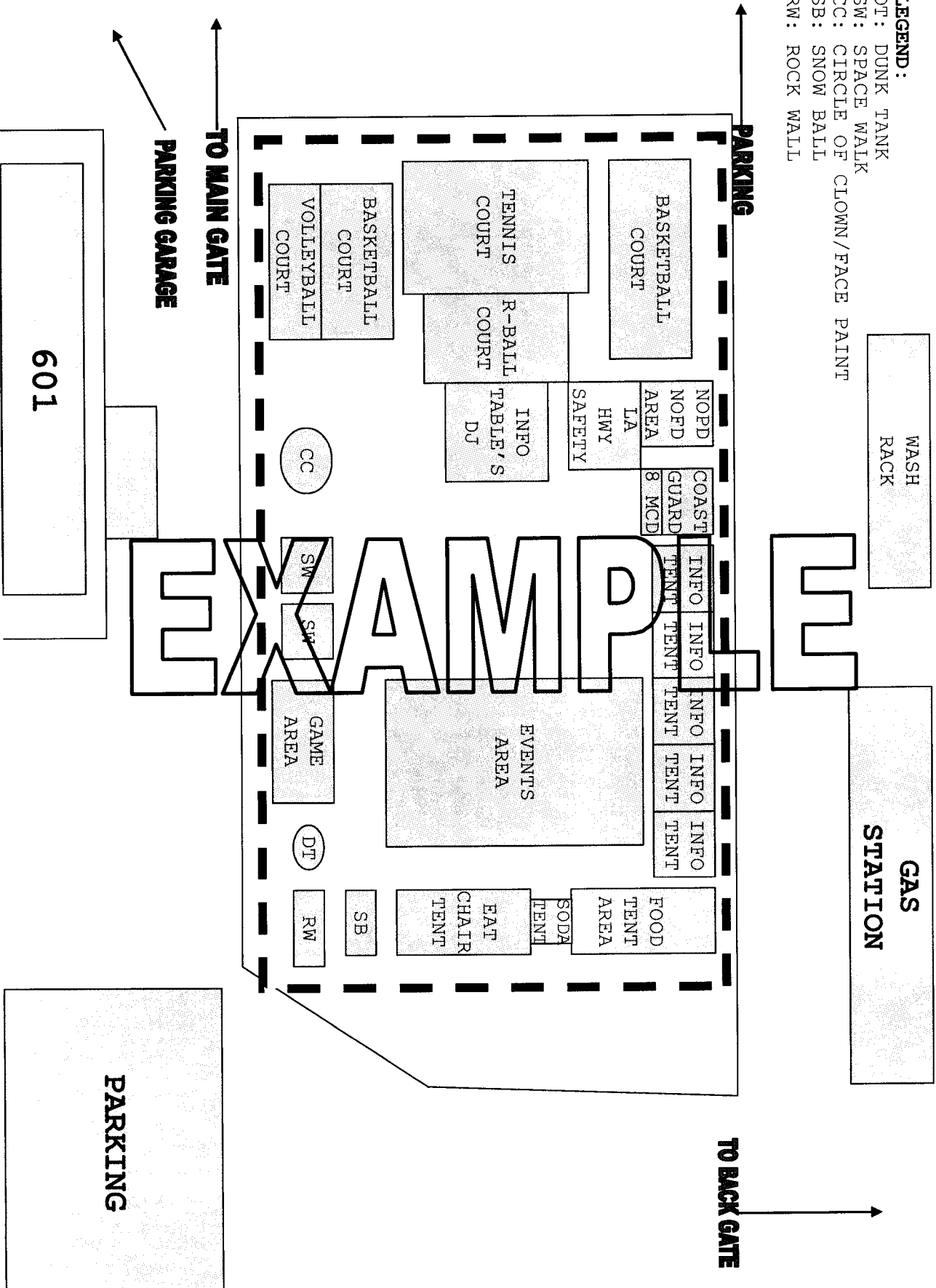
5. Point of contact is HQBN XO at 678-4430 or HQBN SgtMaj at 678-6112.

A handwritten signature in black ink, appearing to read 'RE Braithwaite', with a stylized flourish at the end.

R. E. BRAITHWAITE
Executive director

LEGEND :

DT : DUNK TANK
 SW : SPACE WALK
 CC : CIRCLE OF CLOWN/FACE PAINT
 SB : SNOW BALL
 RW : ROCK WALL



SUPPORT PERSONNEL MATRIX

SECTION	WORKING PARTY	Food Servers/ DunkTank (Officers)	Activities/Event Coordinators (SNCO's)
G-1 MANPOWER	2		
G-2 INTEL	1		
G-3 OPERATIONS	1		
G-4 I&L	2		
G-5 PLANS	1		
G-6 C4	2		
G-7 INSPECTOR	1		
COMPTROLLER	2		
PAO	1		
SJA	1		
RCO	1		
FACILITIES	1		
DIVISION	2		
WING	2		
MLG	2		
BAND	1		
HQBN	2		
ComCam	1		
TOTALS	26		

1. Working party will assist in the set-up and clean-up of the event and provide assistance when needed.
2. The HQBN XO will solicit for LtCols and Col to serve as Food Servers. Food Servers will also be responsible for managing the food service lines.
3. The HQBN XO and Sergeant Major will solicit for volunteers to sit in the Dunk Tank. All volunteers will be assigned 30 minutes in the tank.



UNITED STATES MARINE CORPS

HEADQUARTERS BATTALION
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

4400
S-4

From: Commanding Officer
To: Security Officer, Naval Support Activity

Subj: VENDOR BASE ACCESS FOR MARINE FORCES RESERVE FUN DAY 'YEAR'

1. It is requested that the below vendors be granted access to the NSA (East Bank) on 'DATE'. The vendors will be in support of the MARFORRES Fun Day.

<u>TIME</u>	<u>VENDOR</u>	<u>REMARKS</u>
0800	Pepsi Americas	Truck to deliver Bottled Water
1000	Pepsi Americas	Truck w/Trailer to deliver Soda and leave trailer
1100	Pelican Ice	Truck with trailer to deliver Ice and leave trailer

2. It is requested that the below vendors be granted access to the NSA (East Bank) 'DATE'. The vendors will be in support of the MARFORRES Fun Day.

<u>TIME</u>	<u>VENDOR</u>	<u>REMARKS</u>
0900	Luz's Catering	3 PCV's to deliver food
1015	Laser Sound Lt	1 PCV to transport DJ entertainer
1015	Mr. Snowball	1 POV to deliver Ice Machine
1030	Circle of Clowns	1 POV transport clown entertainer
1030	Space Fun Rentals	1 Truck to deliver Space Walk
1030	Climb Max	1 Truck with Rock wall trailer
1030	New Orleans Fire Dept	1 Truck with Fire Safety House
1200	NOPD	1 K-9 Cruiser
1300	NOPD	1 K-9 Cruiser
1515	Space Fun Rentals	1 Truck to pick up Space Walk

3. It is requested that the below vendors be granted access to the NSA (East Bank) on 'DATE'. The vendors will be in support of the MARFORRES Fun Day.

<u>TIME</u>	<u>VENDOR</u>	<u>REMARKS</u>
0800	Pelican Ice	1 Truck to pick up trailer
1000	Pepsi Americas	1 Truck to pick up trailer

4. The point of contact on this matter is.

By direction

ENCL (3)



UNITED STATES MARINE CORPS

HEADQUARTERS BATTALION
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

1000
CO

From: Commanding Officer
To: Marine Forces Reserve Families
Encl: DATE FUN DAY FLYER

1. I want to cordially invite all the Marine, Sailor, and GS families that make up the Marine Forces Reserve Community, New Orleans, LA. Fun Day is an opportunity to extend our sincere appreciation for the role that not only our service personnel play, but the significant role that our families play in the Marine mission.

2. Please join us in celebrating your endless and invaluable efforts on "Date".

CO NAME

ENCL (4)

TENTATIVE SCHEDULE OF ACTIVITIES/EVENTS

(Updates will be provided as required)

0900	Start of Fun Day
1000-1400	Dunk Tank Open

1030-1100
1100-1130
1130-1200
1200-1230
1230-1300
1300-1330
1330-1400

1100-TBD	Chow
1100-TBD	Volleyball/Basketball Tournaments
0900-1400	Space Walk Open
1200-1400	Circle of Clowns
1000-1400	Face Painting

0900-1400	Rock Wall Open
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1000-1400	Information Tables Open
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MCCS
SAFETY
MWR
TRICARE
FFSC

1100	Start Family Events
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Dizzy-Izzy
Sack Race
Water Balloon Toss

1400	Begin Closing Events
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Headquarters Battalion Marine Forces Reserve

Date:

Time:

Athletic Field Naval Support Activity East Bank

Fun Day 2008

All family members and civilians that are part of the MFR work force are encouraged to come and participate in the 2008 Annual Fun Day celebration.

Catering By Luz catering

Hot dogs/ hamburgers
Fried chicken
Pork chops
Tamalaya
Cuttis/ Nuggets
Finger sandwiches
Fruit, Cheese & Vegetable trays
Cookies & Cakes

Activities Include

Snow Balls
"Circle of Clown"
Information Booths
Dunk Tank
Rock Climbing Wall
Music by DJ Giuseppe
200 M onwalks
Face painting
Family/Children Events

Highlights

- ◆ Basketball: 5 on 5, full court tournament. Contact ??? to register a team. Deadline is 'dat'.
- ◆ Volleyball: 4 person beach volleyball tournament. Contact to register a team. Deadline is 'Date'.

Headquarters Battalion Marine Forces Reserve

Athletic field
Naval Support Activity
Eastbank

Contact person:

More Family Day information can be seen on the Family Day Intranet site: